Lourdes Public Charter School

Code: BG/GBF/KGG-AR

Revised/Reviewed: 5/19/25

Parent-Teacher Club Activity/Fund-Raising Requirements

The following requirements will govern the responsibilities of the Parent-Teacher Club with Lourdes Public Charter School:

1. The budget for the Parent-Teacher Club will be submitted to the Board of Lourdes Public Charter School at its April meeting (each year) for approval from said Board.
2. All Parent-Teacher Club activities must be approved by the Lourdes Public Charter School Board prior to the start of any activity. The activity schedule will be a collaboration of the school staff and the Parent-Teacher Club. The proposed schedule will be submitted to the Lourdes Public Charter School Board at its April meeting (each year) for approval from the Board.
3. All gifts donated to the Parent-Teacher Club must be processed through the established collaborative decision-making process involving school staff, parents and the Lourdes Public Charter School Board.
4. All Parent-Teacher Club activities must have a designated school staff advisor for communication purposes. The designated staff member will record this activity on their evaluation sheet to document parent involvement.
5. Flyers, and any handouts produced by the Parent-Teacher Club, must have approval from the designated school staff advisor before it is disbursed to students. The staff advisor may decide to submit it to the administrator for additional approval.